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CONSTRUCTION UNIT

STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY  
GOVERNOR

LYNDO TIPPETT  
SECRETARY

March 1, 2006

MEMORANDUM

TO: Kalliopi Sgouros  
Construction Unit

FROM: Sandra M. Nance *Sandra Nance*  
Assistant to State Highway Administrator

SUBJECT: Professional Development Hours

Attached is your approved application form for the following course for professional development hour credit:

- 2006 NCDOT Construction Engineer's Conference
- Approved for 11.5 PDH's Course Number SEM 411

We suggest you provide each attendee with this information. It is the employee's responsibility to keep track of their PDH credits for each year. Please ensure the PDH verification is not provided until the end of the class. Copies of this letter may be used as PDH verification for this course.

Upon completion of the course, please send a list of the attendees with registration numbers to this office for submittal to the Board of Registration.

If you have any questions or need further assistance, please feel free to contact me or Beth Smith. Thank you.

SMN/bs

Attachment